



BUSINESS
RESPONDS
TO AIDS



LABOR
RESPONDS
TO AIDS



Workplace Assessment Tool

Discrimination. Stigma. Confidentiality. Education. Productivity. HIV/AIDS in the workplace raises all of these issues. Managers and labor leaders can use this assessment tool to determine whether their organization has the resources it needs to respond to HIV/AIDS at work, and assess existing policies and programs.

Assessment

Please answer the following questions with Yes, No, or I don't know. Consider your perspective both as a manager/supervisor and employee/worker.

HIV/AIDS Policy

- 1) Does your workplace have a stand-alone policy addressing HIV/AIDS?
 Yes
 No
 I don't know

- 2) Does your workplace focus on the essential functions of a job when hiring or providing performance reviews?
 Yes
 No
 I don't know

- 3) Does your workplace allow individuals with a disability, including HIV/AIDS, to set a flexible work schedule in order to accommodate their medical appointments?
 Yes
 No
 I don't know

Manager/Labor Leader Training

- 1) As a manager/shop steward, are you familiar with the cost and value of implementing an HIV education program?
 Yes
 No

- 2) As a manager/shop steward, if a worker/employee reveals that he/she is HIV-positive to you, do you know what your responsibilities are to maintain his/her privacy?
 Yes
 No

- 3) As a manager/labor leader, do you know what laws protect people with HIV/AIDS in the workplace?
- Yes
 - No

Employee/Worker Education

- 1) As an employee/worker, are you aware of the ways HIV/AIDS is and is not transmitted?
- Yes
 - No
- 2) As an employee/worker, are you aware of how the government protects individuals with HIV/AIDS in the workplace?
- Yes
 - No
- 3) As an employee/worker, are you familiar with the laws that protect the privacy of individuals who are HIV-positive?
- Yes
 - No

Employee/Worker Family Education

- 1) Are you and/or the management of your organization familiar with the latest statistics about which communities are hardest hit by HIV?
- Yes
 - No
- 2) Does your workplace offer any programs teaching parents how to talk to children about sensitive issues such as sex and sexuality?
- Yes
 - No
 - I don't know
- 3) Are you comfortable with talking to your children about avoiding risky behaviors?
- Yes
 - No

HIV-Related Community Service and Volunteerism

- 1) Does your company/workplace participate in any HIV/AIDS-related community service?
- Yes
 - No
 - I don't know
- 2) Are you familiar with the benefits of a company being corporately responsible?
- Yes
 - No

Scoring

Questions with “Yes”

- | | |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 12-14 questions with “Yes” | Congratulations! Your workplace has a solid foundation for developing policies and programs that address HIV/AIDS employment issues. |
| 10-11 questions with “Yes” | Your workplace has a good start to developing policies and programs that address HIV/AIDS employment issues. |
| 9 or fewer questions with “Yes” | Your workplace is unprepared to address HIV/AIDS workplace-related issues or perhaps you are unaware of what your workplace HIV/AIDS policies are. |

We encourage you to share this assessment tool and your responses with your HR director, shop steward, and/or your CEO to begin a discussion about the HIV/AIDS programs and policies in your workplace. Compare the existing components in your workplace with those of the ideal program recommended below and use the resources to explore opportunities for improvement.

Five Components of an Ideal Program

The 14 questions you answered were organized into sections based on the five components (<http://www.hivatwork.org/program/program.htm>) of an ideal HIV/AIDS workplace program, as identified by BRTA/LRTA: HIV/AIDS Policy, Manager/Labor Leader Training, Employee/Worker Education, Employee/Worker Family Education, and HIV-Related Community Service, Volunteerism and Philanthropy.

The five components can be implemented individually, but a workplace HIV/AIDS program works best when all components are implemented as a group. They are relevant to large and small businesses, labor unions, and other organizations, domestic and international. These components can be used to structure a specific HIV/AIDS prevention program or can be incorporated into a larger, overall health and wellness program.

Additional Resources

For additional information and resources about developing a workplace HIV/AIDS program, other ways that HIV/AIDS affects the workplace, and tools you can use, go to the following sections on the BRTA/LRTA Web site:

- [Building Your Program](#) (Information and guidelines for developing policy, training for managers and labor leaders, educating employees/workers, philanthropic involvement, and global strategies for global companies)
- [HIV/AIDS Workplace Tools](#) (Toolkits for managers and labor leaders, including information about workplace policies, employee/worker education, family education, and community service, fact sheets, interactive role play training, a marketing video and other outreach materials)

- HIV & The Law (Information about the laws that are relevant to HIV/AIDS in the workplace, including ADA, OSHA, FMLA, HIPAA, and COBRA)
- Resources (Expert Perspectives, a national resource map, workplace policy guidelines, news articles related to HIV/AIDS in the workplace, and resource links)
- Philanthropy (Information and resources about the corporate philanthropic response to HIV/AIDS, including events, downloadable documents, case studies and links)
- Conferences (A continuously updated list of conferences that address HIV/AIDS workplace-related issues)
- Frequently Asked Questions (Questions and answers about general issues, policy and legal issues, transmission and workplace issues, and global issues)